

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**

915 CAPITOL MALL, ROOM 485  
SACRAMENTO, CA 95814  
TELEPHONE: (916) 654-6340  
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*William J. Pavão*  
Executive Director

**MEMBERS:**

Bill Lockyer, Chair  
State Treasurer

Michael Genest, Director  
Department of Finance

John Chiang,  
State Controller

**JOB OPPORTUNITY BULLETIN**

**Class:** Staff Services Manager I  
**Tenure:** Permanent  
**Time Base:** Full-Time  
**Salary:** \$5079 - \$6127

Under the general direction of the Deputy Executive Director (SSM II), the position functions as a working supervisor on the tax credit programs and makes recommendations for policy formulations and implementation on matters requiring Committee action. The Staff Services Manager I is responsible for developing and implementing policy and procedures used for detailed policy and financial feasibility reviews of multifamily rental housing project applications for low income housing tax credits in accordance with federal and state laws, the Qualified Allocation Plan, and Committee regulations. The SSM I supervises, trains, assigns work and directs the day-to-day activities of subordinate staff.

**DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Plan, organize and direct Allocation Unit staff in the detailed evaluation of application packages for determination of compliance with federal and state low income housing tax credit laws, and project financial feasibility and long term viability; rank projects and make recommendations for award of tax credits in conjunction with the analysis done in the Program Operations Unit; provide technical assistance to applicants; ensure the consistent application of financial feasibility policies set by federal and state law; review and coordinate all project staff reports; work with public and private lenders which provide project financing and with local governmental agencies concerning their project financial evaluations.
- Supervise staff in the research and analysis of data to prepare written and oral reports to the Executive Director and Committee; coordinate data collection and analysis for policy reports in response to state and federal legislative inquiries; develop applicant workshops; monitor need for changes to the application package and Qualified Allocation Plan. Coordinate the development and maintenance of complex databases to collect and analyze data on projects from the initial application through construction completion and project occupancy.
- Analyze federal and state tax law, regulations and proposed changes for impact upon the low income housing tax credit program and its administration, including working with the Legislature in drafting new legislation; interact with Internal Revenue Service, Franchise Tax Board and other agencies with regulations and policies that affect the tax credit program; maintain contact with allocating agencies in other states and attend seminars and conferences in order to stay abreast of developments and new procedures in the program.

**DESIRABLE QUALIFICATIONS:**

- Demonstrated leadership skills.
- Knowledge of California housing development and real estate practices.
- Demonstrated ability to work at the executive level.
- Excellent interpersonal and communication skills.
- Ability to handle multiple projects.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Manager I or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-001-4800-003" next to the classification on your application/resume, i.e., Staff Services Manager I, CTCAC (342-001-4800-003).**

**FINAL FILING DATE:**

Applications will be accepted **Until Filled**. Applicants will be screened and the most qualified will be interviewed.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. The CTCAC complies with the American with Disabilities Act (ADA). If you need additional information or assistance, please contact CTCAC at (916) 654-6340 or TDD (916) 654-9922.

CTCAC:kd  
08/01/08